

**Briar Meadows Creek Owners Association
2023 Annual Meeting
October 21, 2023**

Place: C&J's Barbecue located at 2112 W. Briargate Drive in Bryan, Texas.

Board Members in attendance: Theresa Brooks, President; Patricia Dworaczyk, Secretary; Frank Dworaczyk, Treasurer; Anna Neff, Director-at-Large. (Cathy Patranella, Vice President resigned her position on September 18, 2023).

The annual meeting of the Briar Meadows Creek Owners Association was called to order by Theresa Brooks, President at 11:37 AM.

Tiffany York, of Association Services announced there was a 10% quorum present to hold the meeting with 40 residences represented by attendance.

Tiffany York announced "Proof of Notice" of the annual meeting was sent out on September 11, 2023.

Minutes of the 2022 Annual Meeting were presented. Debbie Meyer moved to accept the minutes as written. Anna Neff seconded the motion. The motion passed. Minutes were approved.

The Financial Report was presented by Frank Dworaczyk. As of September 30, 2023, the Net Income (with one quarter left to go) was \$11,680.12. As of September 30, 2023, the Bank Account Balance was \$47,671.91. Accounts receivable in good standing. Tiffany York summarized P&L and Balance Sheet.

Anna Neff moved to accept the Financial Report as read and Hill Johnson seconded the motion. The motion passed. The Financial Report was approved.

Directors' Report:

--Frank Dworaczyk reminded members that state law requires record keeping of reported problems and, therefore, encouraged members to use the on-line reporting process set up on HOA website: <https://briar Meadows Creek.org/index.php/townhome-maintenance-request/>

--Tiffany York explained that the new reporting form asks for: Name, Address, and Details of Request and that their service must respond within 24-48 hours. This new form will allow for follow up by Association Services to the point of the issue being resolved and reporting back to the resident.

--Theresa Brooks asked of Townhome owners that if anyone sees a broken sprinkler head spewing water to please note and report the address, so repairs can happen quickly. This is a great way to look out for our neighbor and save on water costs for everyone.

Theresa also asked for a volunteer to turn off sprinklers (3 stations) for Townhomes when, rain is sufficient, and then to turn sprinklers back on when rain is insufficient.

Old Business: (none)

New Business:

-- Kelvin Dawson, for security reasons, is working with the City of Bryan to have underbrush cleared out on both sides of the walkway behind the Townhomes. The City received a requested Letter of Approval from Theresa Brooks, President, for this work. Plan is for clearing to ensue after shrubs have become dormant. Theresa Brooks expressed gratitude to Kelvin for his diligence to provide for the safety of our residents.

(cont'd)

--Gary Niederman pointed out that Atmos has removed the painted poles indicating a gas line along the walkway behind the Townhomes. Frank Dworaczyk, Director, said he would check into this and report back about this concern.

--Gerald Boyle suggested setting up a nominating committee perhaps in June or July (ahead of the Annual Meeting in October) to seek out and inform persons who might be interested in serving on the Board.

Election of Directors: (Anna Neff has another year on her term of office) (Cathy Patranella, who resigned had one more year on her term of office. This position needs to be filled)

Theresa Brooks requested nominations from the floor. No nominations came forward. Tami Neal volunteered to fill Cathy Patranella's vacated position. Tami Neal was voted in by acclamation.

The terms of office of Theresa Brooks, Frank Dworaczyk and Patricia Dworaczyk have expired and these positions were up for renewal and/or replacement. With no new nominations from the floor for replacement; Theresa Brooks, Frank Dworaczyk and Patricia Dworaczyk each was willing to continue to serve on the Board and each, individually, was voted back in by a unanimous "Aye" vote.

Theresa Brooks asked for a motion for adjournment. Joan Kay moved that the meeting be adjourned. The meeting was adjourned.

Respectfully submitted,
Patricia Dworaczyk,
Secretary